



United States Department of State
National Visa Center

{CASE_NUMBER}

EPOPT ACL

{SYSTEM_DATE}

NVC Case: {CASE_NUMBER}

Dear Applicant:

We have received from Citizenship and Immigration Services (CIS) the immigrant visa petition that was filed on your behalf. Before we can process your case, you must provide certain essential information.

IMPORTANT: Please be advised that you may have the option to process your case electronically. This option is being provided to a limited number of Embassies/Consulates at this time (Guangzhou, China; Montreal, Canada; and Ashgabat, Turkmenistan). Electronic processing can reduce the time it takes to complete the immigrant visa application process by as much as 70%. Please go to www.ImmigrantVisas.state.gov to see if you are eligible to participate. If you are eligible, you must follow the instructions outlined on the website. (All documentation must be submitted electronically via the e-mail address as referenced on the website.) If you are not eligible or do not choose to process electronically at this time, please follow the instructions as outlined below.

1. Complete the *Choice of Agent and Address* form included with this message.

This form tells us how to contact you during your immigrant visa processing. Your agent can be your petitioner, another relative, a friend, an attorney, or a charitable organization, such as a church or other immigrant assistance organization. Mail delivery is often unreliable in many parts of the world, so we ***strongly*** recommend that you choose someone who has an address in the United States.

- * **If you wish to name an agent to receive your mail**, please give the name and address of that person in the spaces provided on the included form.
- * **If you do *not* wish to name an agent** and want us to contact you directly, please check the box that says that you do not appoint an agent or attorney to receive letters on your behalf, and write your own address on the lines below that box on the form.
- * **If your intention is to adjust status with Citizen and Immigration Services (CIS)**, please notify this office before taking further action.

2. Send your *Choice of Agent and Address* form to the National Visa Center at this address:

National Visa Center
ATTN: ACL
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2909
United States of America

Be sure the envelope has enough postage for delivery to the U.S.
Until we receive this form from you, we cannot process your case.

When we receive your completed ***Choice of Agent and Address*** form, we will send you or your agent further instructions and forms to be completed and returned to the Department of State.

You or your agent should receive those forms and instructions four to six weeks after you return this signed form. If neither you nor your agent receives the next forms and instructions within six weeks, please notify the National Visa Center at the above address so that we can send you another packet. Until we receive your completed ***Choice of Agent and Address*** form, we will not be able to forward your file to the appropriate U.S. Embassy or Consulate for further processing.

You can obtain general information about the immigrant visa application process by visiting **www.travel.state.gov** and clicking on the "Visas for Foreign Citizens" link.

You can also find out if the U.S. Embassy or Consulate in your area has a Website and further visa processing information by visiting **www.usembassy.state.gov**.

When contacting the National Visa Center or any U.S. Embassy or Consulate about your case, please include the following information:

| | |
|--------------------------------|---------------------------|
| Name of Visa Applicant: | {PA_FULL_NAME_FIRST_LAST} |
| Name of Petitioner | {PET_FULL_NAME} |
| Case Number: | {CASE_NUMBER} |

Sincerely,

Director
National Visa Center



United States Department of State
美国国务院
National Visa Center
国家签证中心

{档案号码}

EPOPT ACL

{系统日期}

签证中心档案: {档案号码}

敬爱的申请人：

我们已经收到了来自美国公民及移民事务处（CIS）有关您的移民签证申请。在我们处理您的档案之前，您必须向我们提供一些必要信息。

重要提示： 请注意您可以选择通过电子化处理的方式办理您的移民申请。该电子化处理计划目前仅适用于有限的几个大使馆/领事馆（中国的广州、加拿大的蒙特利尔、土库曼斯坦的阿什哈巴德）。电子化处理能将完成整个移民签证申请程序所需的时间减少70%。 请登陆网站

www.ImmigrantVisas.state.gov 查阅您是否符合条件参加。如果你符合资格，请务必按照该网页上给出的指示进行操作。（所有申请材料都必须转换为电子文档后，发送至该网页所指定的电子邮件地址。）如果您不具备资格或暂时不选择电子化处理，则请按照以下指示进行操作。

1. 填写此信中附带的“代理及地址选择表”。

这份表格将告诉我们在处理您的移民签证的过程中该如何与您联系。您的代理可以是您的美国申请人、其他亲属、朋友、律师或者某个慈善机构，例如教会或其他的移民协助机构。世界许多地方的邮件递送经常是不可靠的，所以我们**强烈**建议您选择一个在美国拥有通讯地址的代理。

* 如果您希望指定一个代理接收您的邮件，请在所附表格上的空白处提供其姓名和地址。

*

如果您不愿指定代理并希望我们直接联系您本人，请在该表格的选项里选择“我不指定代理或律师代表我接收信件”，并将您自己的地址填在该选项下的横线上。

* 如果您打算直接向美国公民及移民事务处（CIS）申请转换身份，请在进一步行动之前通知我们。

2. 请把您的“代理及地址选择表”发送到美国国家签证中心，地址如下：

**National Visa Center
ATTN: ACL
31 Rochester Avenue, Suite 200
Portsmouth, NH 03801-2909
United States of America**

请确保您的信封附有足够的邮资以便寄至美国。

在收到您的这份表格之前，我们不能处理您的申请。

在收到您填好的“代理及地址选择表”之后，我们将把下一步的指引及需要填写并交回国务院的表格发送给您或您的代理。

在您签名并交回此表格的四到六个星期之后，您或您的代理将会收到我们进一步的指引及其余表格。如果您或您的代理在之后六个星期内都没有收到我们的下一步指引及表格，请通过以上地址告知国家签证中心，以便我们重新发送包裹。在您签名并交回此“代理及地址选择表”之前，我们不会将您的申请档案转送至相应的使领馆进行进一步处理。

如果您要获知有关移民签证申请程序的一般信息，请浏览www.travel.state.gov并点击“外国公民签证”的链接。

您也可以通过浏览www.usembassy.state.gov查找您所在地区的美国大使馆或领事馆是否有网站及办理签证的进一步信息。

当您就您的档案联系国家签证中心或任何美国大使馆及领事馆的时候，请提供以下信息：

签证申请人姓名：
美国申请人姓名：
档案号码：

此致，

美国国家签证中心主任



United States Department of State
National Visa Center

{CASE_NUMBER}

NLH PM EPOPT PAOSF

{SYSTEM_DATE}

NVC Case: {CASE_NUMBER}

Dear {PET_FULL_NAME}:

The immigrant visa petition filed on behalf of {PA_FULL_NAME_FIRST_LAST} has arrived at the National Visa Center (NVC) for processing. Our records indicate that the current address of the principal applicant is:

{PA_ADDRESS}

If this address is not correct, send the correct address to the National Visa Center (NVC) immediately.

You must pay the Affidavit of Support (AOS) fee ({AOS_FEE}) before we can begin processing your petition.

IMPORTANT: Please be advised that you may have the option to process your case electronically. This option is being provided to a limited number of Embassies/Consulates at this time (Guangzhou, China; Montreal, Canada; and Ashgabat, Turkmenistan). Electronic processing can reduce the time it takes to complete the immigrant visa application process by as much as 70%. Please go to www.Visas.state.gov to see if you are eligible to participate. If you are eligible, you must follow the instructions outlined on the website. (All documentation must be submitted electronically via the e-mail address as referenced on the website.) If you are not eligible or do not choose to process electronically at this time, please follow the instructions as outlined below.

Payment Instructions:

1. **DO NOT** send fee payments to the National Visa Center's Portsmouth, New Hampshire facility. This will **DELAY** processing of the visa petition.
2. Go to **www.Visas.state.gov** and click the "Fee Collection" link, then the "Online Payment" link, and then follow the instructions displayed.
3. Three days after making your online payment, you must:
 - a. Return to the Online Payment website to view your payment receipt, which will give you instructions for the next step. You can print a copy for your records. **DO NOT** send a copy to the NVC.
 - b. Print a "Document Cover Sheet" for each fee paid, or save a PDF copy to print later.
 - c. Go back to the receipt page and click the "Go to Affidavit of Support Processing Instructions" link.

Payers who are unable to pay online must follow alternative payment instructions. Go to **www.ImmigrantVisas.state.gov** and click the "Fee Collection" link, then the "Alternative Payment Method" link, and then follow the directions displayed.

Important Notes:

1. If the applicant intends to adjust status with the U.S. Citizenship and Immigration Services (USCIS), please contact the NVC before making any payments or taking further action.
2. If a period of one year passes without communication to the NVC, all documents and fees expire and must be resubmitted to resume the immigration process.
3. Children who pass 21 years of age after the petition was originally approved by the USCIS become ineligible to accompany or join the applicant(s) immigrating to the United States under the original petition. In some situations, the Child Status Protection Act (CSPA) may allow children to remain eligible beyond 21 years of age. If you believe that the CSPA applies to this case, please send a detailed explanation to the NVC. We will forward it to the U.S. Embassy/Consulate General for a decision.

Sincerely,

Director
National Visa Center



United States Department of State
美国国务院
National Visa Center
国家签证中心

{档案号码}

NLH PM EPOPT PAOSF

{系统日期}

国家签证中心档案：{档案号码}

敬爱的{美国申请人姓名}：

您为{主要申请人姓名}申请的移民签证档案已经到达国家签证中心进行办理。我们的纪录显示主要申请人的地址是：{主要申请人地址}

如果这个地址不正确，请立即把正确地址发往国家签证中心。

在我们可以开始处理您的档案之前，您必须交纳经济担保书的相关费用{AOS费金额}。

重要提示：请注意您可以选择通过电子化处理的方式办理您的移民申请。该电子化处理计划目前仅适用于有限的几个大使馆/领事馆（中国的广州、加拿大的蒙特利尔、土库曼斯坦的阿什哈巴德）。电子化处理能将完成整个移民签证申请程序所需的时间减少70%。请登陆网站

www.ImmigrantVisas.state.gov 查阅您是否符合条件参加。如果你符合资格，请务必按照该网页上给出的指示进行操作。（所有申请材料都必须转换为电子文档后，发送至该网页所指定的电子邮件地址。）如果您不具备资格或暂时不选择电子化处理，则请按照以下指示进行操作。

交费指引：

1. 请**不要**向国家签证中心位于新罕布什尔州朴茨茅斯市的机构交纳费用。因为这样会**延误**我们对签证申请档案的处理。
2. 请上网站www.ImmigrantVisas.state.gov并点击“收费”、然后点击“网上交费”的链接，再按照所显示的指引进行操作。
3. 在进行网上交费后3天之内，您必须：
 - a. 返回网上交费的页面查看您的收据，并按指示进行下一步操作。您可以打印一份交费的记录。请**不要**给国家签证中心发送此交费记录。
 - b. 每次交费都请打印一份“文档首页”，或者将其保存为PDF格式稍后再打印。
 - c. 回到查看收据的页面，并点击“浏览经济担保书办理指引”的链接。

无法在网上交纳费用的缴费人必须根据以下指引进行其他操作：请上网站www.ImmigrantVisas.state.gov并点击“收费”、然后点击“其他交费方式”的链接，再按照所显示的方法进行操作。

重要通知：

1. 如果申请人打算直接向美国公民及移民事务处（CIS）申请转换身份，请在交费或作出进一步行动之前联系国家签证中心。
2. 如果超过一年没有联系国家签证中心，所有的文件和费用都会过期，必须重新提交才可以恢复移民程序。
3. 在美国公民及移民事务处批准申请之后超过21周岁的小孩将不符合资格在原本的申请上陪同或跟随申请人移民到美国。某些情况下，超龄儿童保护法（CSPA）可以允许超过21周岁的小孩仍然符合资格。如果您认为超龄儿童保护法适用于您的档案，请向国家签证中心提交一份详细的书面解释。我们将把该内容发往美国大使馆或总领事馆并由其作出决定。

此致，

美国国家签证中心主任



United States Department of State
National Visa Center

{CASE_NUMBER} NLH PM LIV AOS EPOPT COMB FEE {SYSTEM_DATE}

NVC Case: {CASE_NUMBER}

Dear {LAWYER_NAME}:

You have been designated as the attorney of record in the above captioned case. As such, you are responsible to coordinate payment of the Immigrant Visa (IV) Application processing fee(s) ({CURRENT_IV_FEE_AMOUNT} for each applicant), and the Affidavit of Support (AOS) fee ({AOS_FEE}), all of which are now due and payable. Payment must be received before processing of the petition can continue.

IMPORTANT: Please be advised that you may have the option to process your case electronically. This option is being provided to a limited number of Embassies/Consulates at this time (Guangzhou, China; Montreal, Canada; and Ashgabat, Turkmenistan). Electronic processing can reduce the time it takes to complete the immigrant visa application process by as much as 70%. Please go to www.Visas.state.gov to see if you are eligible to participate. If you are eligible, you must follow the instructions outlined on the website. (All documentation must be submitted electronically via the e-mail address as referenced on the website.) If you are not eligible or do not choose to process electronically at this time, please follow the instructions as outlined below.

Payment Instructions

1. **DO NOT** send fee payments to the National Visa Center's Portsmouth, New Hampshire facility. This will **DELAY** processing of the visa petition.
2. Go to **www.Visas.state.gov** and click the "Fee Collection" link, then the "Online Payment" link, and then follow the instructions displayed.
3. Three days after making an online payment you must:
 - a. Return to the Online Payment website to view the payment receipt, which will give you instructions for the next step. You can print a copy of the receipt for your records. **DO NOT** send a copy to the National Visa Center.
 - b. Print a "Document Cover Sheet" for each fee paid, or save a PDF copy to print later.
 - c. When the IV fee status indicates PAID, follow the link to "Applicant Document Processing Instructions", and follow the instructions for each applicant.
 - d. When the AOS fee status indicates PAID, follow the link to "Affidavit of Support Processing Instructions", and follow the instructions for each sponsor.

Payers who are unable to pay online must follow alternative payment instructions. Go to **www.ImmigrantVisas.state.gov**, and click the "Fee Collection" link, then the "Alternative Payment Method" link, and then follow the instructions displayed.

Important Notes:

1. If you did not receive a fee bill for any applicant who should be listed on this case, DO NOT send a fee payment for the applicant. Instead, contact the NVC.
2. If a period of one year passes without communication to the NVC, all documents and fees expire and must be resubmitted to resume the immigration process.
3. If it is the applicant's intention to adjust status with U.S. Citizen and Immigration Services (USCIS), please contact the National Visa Center before taking further action or making any payments.
4. Children who pass 21 years of age after the petition was originally approved by the USCIS become ineligible to accompany or follow to join the applicant(s) immigrating to the United States under the original petition. In some situations, the Child Status and Protection Act (CSPA) may allow children to remain eligible beyond 21 years of age. If you believe that the CSPA applies to this case, please send a detailed explanation to the NVC. We will forward it to the U.S. Embassy/Consulate General for a decision.
5. Until we receive the AOS fee and all IV fee(s) from you, we cannot process your client's case.

Sincerely,

Director
National Visa Center



United States Department of State
美国国务院
National Visa Center
国家签证中心

{档案号码}

NLH PM LIVAOS EPOPT COMB FEE {系统日期}

国家签证中心档案：{档案号码}

敬爱的{律师姓名}：

您已被指定为上述移民申请档案的代理律师。因此，您有责任协助交纳每位申请人{移民申请费金额}的移民签证申请程序的费用，以及{AOS费金额}相关的经济担保书费用。这些费用现在都应该交纳。您必须先交费我们才能继续处理档案。

重要提示：请注意您可以选择通过电子化处理的方式办理您的移民申请。该电子化处理计划目前仅适用于有限的几个大使馆/领事馆（中国的广州、加拿大的蒙特利尔、土库曼斯坦的阿什哈巴德）。电子化处理能将完成整个移民签证申请程序所需的时间减少70%。请登陆网站

www.ImmigrantVisas.state.gov 查阅您是否符合条件参加。如果你符合资格，请务必按照该网页上给出的指示进行操作。（所有申请材料都必须转换为电子文档后，发送至该网页所指定的电子邮件地址。）如果您不具备资格或暂时不选择电子化处理，则请按照以下指示进行操作。

交费指引

1. 请**不要**向国家签证中心位于新罕布什尔州朴茨茅斯市的机构交纳费用。因为这样会**延误**我们对签证申请档案的处理。
2. 请上网站www.ImmigrantVisas.state.gov并点击“收费”、然后点击“网上交费”的链接，再按照所显示的指引进行操作。
3. 在进行网上交费后3天之内，您必须：
 - a. 返回网上交费的页面查看您的收据，并按指示进行下一步操作。您可以打印一份交费的记录。请**不要**给国家签证中心发送此交费记录。
 - b. 每次交费都请打印一份“文档首页”，或者将其保存为PDF格式稍后再打印。
 - c. 当移民签证费用的状态显示为**已交费**，请点击“申请人文件办理指引”的链接并根据指示为每一位申请人进行操作。
 - d. 当经济担保书费用的状态显示为**已交费**，请点击“经济担保书办理指引”的链接并根据指示为每一位申请人进行操作。

无法在网上交纳费用的缴费人必须根据以下指引进行其他操作。请上网站www.ImmigrantVisas.state.gov点击“收费”、然后点击“其他交费方式”的链接，再按照所显示的方法进行操作。

Important Notes:

1. 如果你没有收到关于任何一位申请人的缴费单，**不要**把该申请人的费用寄给我们。你应该先联系签证中心。
2.

如果超过一年没有联系国家签证中心，所有的文件和费用都会过期，必须重新提交才可恢复移民程序。
3.

如果申请人打算直接向美国公民及移民事务处（CIS）申请转换身份，请在交费或作出进一步行动之前联系国家签证中心。
4.

在美国公民及移民事务处批准申请之后超过21周岁的小孩将不符合资格在原本的申请上陪同或跟随申请人移民到美国。某些情况下，超龄儿童保护法（CSPA）可以允许超过21周岁的小孩仍然符合资格。如果您认为超龄儿童保护法适用于您的档案，请向国家签证中心提交一份详细的书面解释。我们将把该内容发往美国大使馆或总领事馆并由其作出决定。
5.

在我们收到您的经济担保书相关费用和所有移民签证费用之前，将不能为您的客户办理申请档案。

此致，

美国国家签证中心 主任